

TEXAS



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

JOB VACANCY ANNOUNCEMENT **Staff & Support Services Division**

State Classification:	Accountant III
Job Posting Number:	1309-01-SSS
Group, Class No.:	B-17, 1016
Salary:	\$3,000 - \$3,750 per month
Work Week:	40 hours per week, Monday-Friday (may require overtime)
Minimum Education:	College degree or high school diploma/GED with equivalent work experience
Required Experience/Knowledge:	<ul style="list-style-type: none">• College graduate with at least six semester hours in accounting. Experience and education may be substituted for one another on a year-for-year basis.• 3 years experience in Texas state agency accounting• Working knowledge of the Uniform Statewide Accounting System (USAS) and the Texas Identification Number System (TINS)• Excellent skills in Excel and Word
Preferred Experience/Knowledge:	<ul style="list-style-type: none">• 2 years experience processing accounting expenditure and revenue reconciliations• 2 years experience in property management and the Statewide Property Accounting (SPA) system• 2 years experience using Sage MIP Fund Accounting system
Essential Job Functions	<ul style="list-style-type: none">• Ability to perform detailed accounting reconciliation work with a high degree of accuracy and minimal oversight• Ability to communicate effectively orally and in writing• Ability to use a personal computer and 10-key calculator
Job Duties:	<ul style="list-style-type: none">• Enter and reconcile agency monthly payables and encumbrances• Reconcile monthly data between the Texas Treasury Safekeeping Trust Company (TTSTC) and TREC documents• Reconcile monthly data between the Uniformed Statewide Accounting System (USAS) and TREC documents• Reconcile MIP data with the TTSTC and USAS data• Reconcile monthly Statewide Property Accounting records with USAS reports• Download USAS reports on a daily basis, as well as the monthly reports• Download TTSTC monthly reports• Enter TTSTC transfer and disbursement documents into the TTSTC system• Perform backup support for the Voucher Accountant and Administrative Assistant• Perform other duties as assigned by the Chief Accountant or Director of Staff Services• Regular attendance is essential
Posting Date:	September 21, 2012
Closing Date:	Until filled
To Apply:	Send a State of Texas Employment Application along with a cover letter detailing how your experience ties into the duties of this position to: human.resources@trec.texas.gov
Contact:	Michelle Fiorentini, SPHR, Human Resources 512-936-3586

The Texas Real Estate Commission is an equal opportunity employer and does not discriminate on the basis of race, color, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to Human Resources.